

Job Description: Project Coordinator, Healthcare Initiatives

Division Summary

The North Shore Division of Family Practice is a local non-profit society that is part of a province-wide initiative designed to improve patient care, increase family physician influence on health care delivery and design, and enhance professional satisfaction for physicians. The North Shore Division has over 250 physician members and is led by a Board of Directors.

Role Summary

Reporting to the Project Manager and/or delegate, and in collaboration with the project's Physician Lead, the Project Coordinator provides guidance, coordination, logistics, and support to the Division's projects and programs. Works with physicians, project teams, health authorities, and stakeholders to develop and implement initiatives, and to ensure project goals and objectives are achieved.

Primary Duties and Responsibilities

- Supports the project team in defining project scope, goals, objectives, and outcomes that are aligned with the Division's strategic objectives and funding parameters.
- Identify project activities, indicators, and targets that will enable projects to achieve their goals.
- Apply project management and change management methodologies to facilitate implementation of projects.
- Develop and implement project work plans; guide and coordinate project activities.
- Schedule meetings; prepare and distribute meeting material; identify, track, and follow up on action items.
- Prepare project budgets, authorize invoices, monitor expenses, and report project variances.
- Draft proposals for new projects, programs, and funding opportunities as required.
- Collaborate with evaluators to implement evaluation and quality improvement strategies; collect, analyze, and report on data.
- Prepare regular reports on project activities and outcomes, and communicate progress of the project to senior leaders and/or funding partners.

- Support member and stakeholder engagement activities, and strengthen relationships between the Division and its members, project partners, and external stakeholders.
- Collaborate with colleagues to streamline and optimize operational processes and procedures.
- Liaise with partners and/or funders, such as Vancouver Coastal Health, GPSC, SCC, Provincial Divisions Office, and other Divisions across the province to improve the organization's projects, programs, and services.
- Other duties as required.

Qualifications

- University degree in a relevant discipline and minimum 3 years' experience leading or coordinating projects or programs in a healthcare setting; an equivalent combination of education and experience may be considered. Previous experience working with physicians an asset.

Skills and Abilities

- Demonstrates knowledge of BC health care delivery systems; utilizes knowledge to develop strategies to support project goals and achieve intended outcomes.
- Demonstrates experience applying project and change management principles and methodologies.
- Utilizes initiative, critical thinking, and creative problem-solving abilities to develop and implement plans and realize project completion.
- Demonstrates leadership, facilitation, persuasion, and negotiation skills to reach consensus, resolve conflict, and achieve project goals.
- Excellent verbal, written, and organizational skills, and ability to communicate in a compelling, clear, and understandable manner with physicians and other stakeholders.
- Excellent interpersonal and relationship building skills with proven diplomacy, and ability to liaise with physicians and stakeholders in a professional and courteous manner.
- Works effectively under time pressure to meet deadlines, balance work priorities, and resolve issues in a timely manner.
- Attention to detail, accuracy, and thoroughness when maintaining, monitoring, calculating, and summarizing information, data, and records.
- High proficiency in Word, Excel, Outlook, and PowerPoint.

Working Conditions

- Hybrid optional
- Monday-Friday 9-5; ability to accommodate some evening and early morning meetings.
- Access to a vehicle for local travel.